



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

## SENIOR EXECUTIVE SERVICE

**ISSUE DATE:** April 11, 2003

**CLOSING DATE:** May 12, 2003

**ANNOUNCEMENT NUMBER**

**OMB-03-33-MJ**

***Title, Series & Grade:***

**Chief, Health And Human Services Branch**

**ES-0301-01/04**

**(\$131,342 – 142,500)**

***Vacancy Location:***

**Office of Management and Budget**

**Health and Human Services Branch**

**Washington, DC 20503**

**AREA OF CONSIDERATION:** All qualified persons. This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

**PLEASE NOTE:** To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV) or fax it to (202)395-1194/1262/5608. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

**DUTIES:** Under the general direction of the Deputy Associate Director for Health, the incumbent manages a branch of professional and support staff concerned with leading and coordinating the formulation of the budget, legislative and regulatory analysis, and management improvement for Health and Human Services (HHS) programs. Branch responsibilities entail continuous review and analysis of HHS-wide and assigned program accounts to allocate budget resources, ascertain program effectiveness, stimulate implementation of program and management improvements, track high-visibility health policy issues, and review and assist in the development of budgetary, legislative, and regulatory proposals.

The HHS Branch takes the lead in most budget and management exercises and issues that cut across the Health Division and across HHS. The Branch Chief leads staff in working with HHS to implement the President's Management Agenda and improve the efficiency of HHS programs. The incumbent coordinates closely with the chiefs of the Health Financing, Public Health, and the Income Maintenance branches in the review, analysis and presentation of HHS budget and management issues, especially issues that involve HHS-wide management, the programmatic areas of two or more of the branches, or areas that cut across all government agencies. Other responsibilities include HHS-wide budget development, appropriations, information technology, Federal financial management, and other cross cutting policy issues that could include patients' bill of rights, mental health parity, medical errors, medical malpractice liability, and medical privacy. Representation of the Office of Management and Budget (OMB) in major interagency efforts is expected, along with initiative in delivering completed staff work to policy levels in OMB, to other White House agencies and to the President.

The branch chief is expected to develop a comprehensive and accurate understanding of the branch's assigned and division-wide programs and, where relevant, its relationships to programs in other agencies; identify needs, establish priorities, and identify new opportunities for leadership for the branch's analytical and other activities; alert higher level staff and officials to opportunities, problems and events of which they should be aware; and ensure that the branch's work is undertaken and completed in a professional and timely manner. A candidate with a background or experience in managing resources and people from a business perspective, including experience in implementing change in a large organization would be highly desirable.

### **QUALIFICATIONS:**

You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: [www.opm.gov/ses/html/sesguide.htm](http://www.opm.gov/ses/html/sesguide.htm)

**If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.**

### **MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:**

1. Expert knowledge of the Federal budget process and in government-wide statutory and administrative requirements pertaining to the management of Federal agencies, including the President's Management Agenda.
2. Background or experience in policy and program analysis, legislative work, and negotiation of issues.

### **DESIRABLE PROFESSIONAL/TECHNICAL QUALIFICATIONS:**

1. Expert knowledge of Health and Human Services budget, program, regulatory analysis, and management and organizational issues.
2. Background and experience in working with health issues at the Federal, State, or local level, or within private health programs.
3. Background or experience in the President's Management Agenda, including the Strategic Management of Human Capital, Competitive Sourcing, Improved Financial Management, E-Government, and Budget and Performance Integration.

**MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):** In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

**Note:** If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**EVALUATION METHOD:** The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

**HOW TO APPLY:** Send (1) an Optional Application for Federal Employment (OF 612); or a resume; or the SF-171, Application for Federal; or other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in you application; (2) your latest SF-50 "Notification of Personnel Action" and Performance Appraisal if you are a current or former Federal employee; (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors and Quality Ranking Factors, and (4) if applicable, SF-15, Application for 10-point Veteran Preference.

**WHERE TO APPLY:** Completed form(s) must faxed to:  
Executive Office of the President  
Office of Administration  
Human Resources Management Division  
(202) 395-1194/1262/5608

**APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.**

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

**If you omit any of the required information specified in the Optional Form 510, "Applying for a Federal Job", your application may be rated INELIGIBLE.**

**Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.**

**Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.**

**APPLICATIONS WILL NOT BE RETURNED.**

**NOTE: Relocation expenses will NOT be paid to the applicant selected.**

**SECURITY CLEARANCE: A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.**

**DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.**

**Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

**Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.**

**Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.**

**This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**